



# A Guide to Transition Beyond Shorefields

2024 / 2025

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# **1. Introduction.**

Preparing for a successful transition beyond Shorefields is a process that starts in Year 9. This allows parents and students plenty of time to research and visit the various post 16 and 18 options and to ensure that the right provision is in place for their son/daughter when they leave Shorefields.

For some students in year 11, a more suitable post 16 provision might be available e.g. an alternative 6<sup>th</sup> form, college or through a supported internship or apprenticeship and these options will be discussed from their year 9 EHCP review.

Students who remain at Shorefields for their post 16 provision generally leave at the end of year 14 but transition can also occur at the end of Year 13 if a suitable adult placement is more appropriate.

The role of the school in transition is to provide support and impartial advice throughout the process but it is essential that parents become pro-active from Year 9 onwards as it is you and the students who will make the final decisions and submit applications etc. All students will be supported to have their voice heard throughout the transition and decision-making process so that their opinions and preferences can be taken into account.

The earlier that decisions are made then the greater the support that can be put in place to ensure a smooth transition. If college places are sought, teachers can ensure that the paperwork for EHCP reviews reflect this leading up to Year 14, especially the aspirations, outcomes and targets.

For students who leave Shorefields at 18 or 19, there are various options available to them. The two main routes are a college placement (if a student has evidence of the potential to make further educational progress) or an adult social care package and for some there will be elements of both. The transition team are responsible for arranging provision for non-college days/ holiday provision and adult respite.

It is also helpful to note that pending Care Act assessment by the Transition Team (see below), some adult services can commence while a student is still attending school e.g. support through a personal assistant or day service during the holidays as well as supported living placements.

As well as preparing for life beyond Shorefields, parents should also start to think longer term. Some college placements can be as short as 1 to 3 years and so parents must ideally have a plan beyond college before their sons/daughters leave Shorefields.

## **2. The role of the SEND team.**

The Essex SEND team work to the SEND code of practice and the aim is for transition plans to have a person-centred approach.

A member of the team will aim to attend Annual review meetings for students from Year 9 onwards.

The code of practice states that the majority of students should be educated in mainstream/local settings. The aim is to meet the needs of young people locally without the need to use independent/ out of county providers and Essex are working to identify and fill the gaps where possible.

The 4 'Preparing for Adulthood' outcomes (employment, independent living, community inclusion and health) are usually more successful if delivered locally.

Throughout the process, it is important to keep the needs of the young person at the centre of the process (rather than just the family's wishes). If a residential college placement is being sought, Essex will look carefully at whether a student's needs could be better met in very personalised supported living placement alongside a place at a local college.

The SEND post 16 team run transition events for parents in each quadrant of the county once a year, where colleges and adult social care providers are available to offer advice.

Parents are advised to apply for college places in the Autumn term of a student's final year at Shorefields and to put in as many applications as they feel are suitable.

All Y14 EHCP reviews are scheduled to be completed by end of December of the final year to allow time for the documents be sent to colleges for formal consultations and to the funding panels to be reviewed and agreed. Parents can name desired placements in the young person's/parent's aspirations documents but these cannot be named in sections B, E or F of the EHCP review document.

Although EHCPs state they are from 0 to 25, there is no legal right to continued education post 19. Therefore, good attendance at school is important and students need to have shown progress over their time at school for the EHCP to continue.

If a young person is not going to college, then the EHCP will cease.

Chargeable transport/ travel assistance to college is arranged by the Essex SEND team and is applied for using the same process/ portal as for post 16 home to school transport. However, if a student has a Motability car, they may request that this is used for transport to college. It is also important to note that students might only qualify for travel assistance if they are going to their nearest available suitable college.

Essex local offer website - <https://send.essex.gov.uk/>

Essex SEND information, advice and support service - Email [send.iass@essex.gov.uk](mailto:send.iass@essex.gov.uk)

Call 01245 204338

### **3. The role of the Transition Team**

The transition team work with young people from 16 – 25 to ensure a smooth transition from children's services to adult services. Their aim is to promote independence and to help young people maximise their skills.

For a young person who has not had access to children's services, a new referral will be made through the Children and Families HUB (if under 18) or directly via school (if over 18).

The transition team support young people who require a social care element to their post 16 package, often this is alongside an educational placement.

Peter Norfolk is the transition team liaison for Shorefields

Each young person is allocated a case worker who will attend any meetings or reviews while the young person is in education, including where extra support is required.

At 17/18 each young person will have an 'Adult social care (Care Act) assessment' to see if they are eligible for services from the transition team as well as the funding required for their social care package. It identifies areas of need and considers the whole family.

After the assessment, the young person and/or their families will be notified and sent a copy of the assessment.

The transition team will then put a care plan in place to ensure that the young person's social care needs are fully met. This may include a Personal assistant (PA), day centres/activities, supported living etc.

Every time there is a change in circumstances, a review/re-assessment can be undertaken e.g. leaving school, leaving college or moving out of the family home.

Some young people with high care needs will also be supported to complete a NHS Continuing Healthcare Checklist assessment.

Parents can also have a carer's assessment 6 months before their son/daughter turns 18. This assesses the support that you may need in your caring role as well as other members of the family.

Each young person will also have a financial assessment to assess what benefits they are receiving and whether they will be required to contribute to their support package. It is

important to note that most young people will be asked to contribute towards respite/ residential packages from their other benefits/ income. Please do check this contribution and appeal if you think it is too high as errors do occur.

Funding for social care packages can be provided in different ways:

1. Directly from Essex County Council to the provider but Essex must have a contract with these providers, so it can be restrictive.
2. Direct payments – where the young person has an account in their name (or a 3<sup>rd</sup> party e.g. Penderels), and money from ECC is paid in line with the support plan. This gives greater flexibility with providers and meeting social care needs.
3. Pre-paid account – this is similar to direct payments. ECC open an account and the young person is given a card to pay for different services.

Once the payment method is agreed the support package starts.

There is an agreement that the money is only used for what is on the plan. Families can ask permission to use it on something different but this MUST be approved by the transition team.

If there are any issues a re-assessment can be requested.

Essex Social Care Direct:

Telephone: 0345 603 7630

## **4. What to expect during the transition process:**

### **Years 9 to 11: (Students aged 13-16)**

- From Year 9 onwards, parents/carers will be supported through the transition process.
- At the Year 9 annual review, parents/carers will be asked to give their initial thoughts on what they would like for their son/daughter beyond Shorefields. The 'Preparing for Adulthood' section of the EHCP review form will be completed, noting any options to explore. The support needed to explore these options will also be identified. This section will be updated at each subsequent annual review.
- Students and parents are advised that they can look at potential alternative post 16 options for year 12 onwards.

- Good attendance at school is important over the next 5 years if a college place is sought, as progress throughout KS 4 and 5 must be evident at the Year 14 ECHP review to secure funding for a college place.
- Students moving in to Years 10 & 12 will need to re-apply for their home to school transport. Those in Year 12 are required to re-apply every year and to pay a contribution. This can take up to 6 weeks, so applications should be made early in the summer term of each term. School will send out details of how to apply for this.

### **Action points for parents/carers:**

- Attend Year 9 Annual Review with initial ideas of what you would like for your son/daughter beyond Shorefields.
- Attend transition events and meetings that are arranged.
- Start visiting colleges and providers and put your young person's name on waiting lists if required.
- Seek advice about benefits that will become available when your son/daughter becomes 16 – especially Universal Credit and the 16 – 19 bursary (see section 10).
- Contact Essex Transport to apply for transport for Year 10 and 12 onwards.
- Open a bank account in your son/daughter's name before they turn 16.
- Explore local alternative post 16 options as required.

## **Year 12: (Students aged 16-17)**

- Students will be referred to the transition team if they require support at that point and are not already known to social services or had access to children's services.
- As part of the KS5 curriculum, most students will access a college/provider link programme at Shorefields to begin to familiarise themselves with a college/provider setting and for staff to assess whether a college/provider placement will be appropriate for each student at 19.
- Students will also start accessing a wider variety of local community activities.
- It is important to note that all students will become 18 during the following school year (Year 13), some as early as September, and lots of their regular activities, clubs and

respite will stop at this point. Parents should start looking ahead to find suitable adult activities/ clubs/ adult respite or supported living during Year 12. Some applications for clubs need to be made 6 months prior to joining to allow for assessments etc.

### **Action points for parents/carers –Year 12:**

### **Year 13:**

- Continue to attend transition events and meetings.
- Re-visit colleges as courses can change and start to come up with a list of preferences.
- Make sure the transition team know that your son /daughter will soon be turning 18 in the next year.
- Start looking for suitable new activities, clubs, adult respite or supported living – see section 13.
- Re – apply for year 13 transport.

### **(Students aged 17-18)**

- If support is required, young people will have an assessment by the Transition team – this is usually about a few months before their 18<sup>th</sup> birthday.
- School will arrange 1:1 meetings with the transition team as required.
- School and parents will work with the students to prepare them for transition into different adult services.
- Supported Living placements (if required) can commence at 18 while the students are still attending school.



## Year 14:

### Action points for parents/carers – Year 13:

- Continue to attend transition events and meetings.
- Decide on a plan A and have an appropriate plan B.
- Find out how to apply for places at the different providers and note any deadlines.
- Contact the transition team if you require support and have not had an assessment approximately 6 months before your son/daughter's 18<sup>th</sup> birthday.
- Seek independent advice about changes to benefits when the young person becomes an adult.
- For students with complex medical needs, complete a Continuing Healthcare Assessment.
- Re-apply for year 14 transport.

## (Students aged 18-19)

- By the time students start Year 14, parents should have a clear idea of what post 19 provision is sought so that plans can be finalised.
- EHCP reviews will be held before December.
- Applications for colleges/social care providers are submitted.
- Assessments for colleges will begin in October/November.
- Once a place and funding is confirmed, school will liaise with the providers to arrange transition visits/taster days supported by school staff to ensure a smooth and successful transition and that essential information is handed over.
- School and parents will work together to create a communication passport that students can take with them to their post 19 provision to aid a smooth transition.
- For students who are moving to a social care provision with no full-time college placement, their EHCP will cease.
- Students will have their ASDAN personal progress units accredited and parents will be invited to an awards ceremony.

## **Action points for parents/carers - Year 14:**

- Continue to attend transition events and meetings.
- Submit applications for colleges and social care providers.
- Come to the Year 14 EHCP review with a clear plan in mind either for college or social care.
- Contact your Transition team case worker regularly (if allocated) to keep them updated on what provision you require.
- Apply for college transport via the same process as for post 16 transport but select '19-25'.

## **5. Local sector colleges**

- Most local colleges offer a life skills course with opportunities for supported work experience.
- Application processes vary between the different colleges – so it is important for parents to find out the application deadlines/ procedures for the colleges they are interested in.

<b>College</b>	<b>Contact details</b>	<b>Summary of services provided.</b>
Market Field College	Tel: 01255 736 020 Email: <a href="mailto:admin@marketfield.essex.sch.uk">admin@marketfield.essex.sch.uk</a> Website: <a href="http://www.marketfieldcollege.co.uk">www.marketfieldcollege.co.uk</a> Tendering Education Centre, Jaywick Lane, Clacton on Sea, CO16 8BE	as part of the Market Field Learning Community Academy Trust, provides education for a range of students with moderate learning difficulties, including those with autistic spectrum needs, between the ages of 16 – 19.
Colchester Institute	Tel: 01206 712 000 Website: <a href="http://www.colchester.ac.uk/courses/areas-of-study/foundation-studies/">www.colchester.ac.uk/courses/areas-of-study/foundation-studies/</a> Colchester Campus, Sheepen Road, Colchester, CO3 3LL	Foundation Studies and Supported Learning courses are delivered by tutors with a wealth of experience and their professional expertise is valued by our students.
Suffolk New College	Tel: 01473 382200 Website: <a href="http://www.suffolk.ac.uk/courses/future-choices-">www.suffolk.ac.uk/courses/future-choices-</a> 1 Charity Lane, Otley Suffolk, IP6 9EY	a specialised provision for those students who have more complex learning difficulties. Students on this provision have the opportunity

		of a curriculum that is bespoke and tailored to meet their individual needs. A flexible and varied curriculum means students will get to try lots of different learning opportunities.
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## 6. Independent Colleges.

- Parents are advised to look at the Natspec colleges directory available at [www.natspec.org.uk](http://www.natspec.org.uk) for up-to-date information on colleges.
- Independent colleges can be day and/or residential.
- Funding for independent colleges is usually ONLY agreed if a local college cannot meet the needs of a student AND that student clearly shows potential for further progress in education and has had very high attendance at school.
- It must also be considered that after completing courses at independent colleges, some students find it hard to transition back to their home locality and transfer the community skills they have learnt.
- Below are some of the more local independent colleges.

<b>PROVIDER</b>	<b>Contact details</b>	<b>Summary of services provided.</b>
<b>Community College Initiative (CCi)</b>	Tel: 01245 204075 Email: mail@cci.education Website: <a href="http://cci.education/about-cci/">http://cci.education/about-cci/</a> Unit 36, Waterhouse Business Centre, Cromar Way, Chelmsford. Essex CM1 2QE	supports young adults with complex needs to access Specialist Further Education by delivering individually tailored and designed courses, incorporating specialist support and guidance.

## **7. Social care/Day activity providers:**

- Some social care providers have links with local colleges for part time courses.
- Some residential providers also provide day services without the requirement to be a resident – these are listed in section 8 so please also look at these.

**Please follow the link below to Shorefields “Moving on and Transition Directory, for a list of local Social care/Day activity providers. Please let the school know if you require a printed copy.**

<https://www.shorefields.essex.sch.uk/attachments/download.asp?file=577&type=pdf>

## **8. Social care - Residential/Respite and Supported Living**

There are 3 main options when considering adult accommodation options.

Adult Respite: This is similar to children’s respite but for over 18s. However, currently there are limited options in Essex.

Residential Homes: These are funded by a social care package and tend to be for adults who require a higher level of need.

Supported Living: These are often small houses/flats for small groups of adults who are supported to live as independently as possible. These are funded by housing benefit applied for in the adult’s name and they will have a tenancy agreement, landlord and will pay for utility bills from their other benefits/ income.

**Please follow the link below to Shorefields “Moving on and Transition Directory, for a list of local Residential/Respite and Supported Living options. Please let the school know if you require a printed copy.**

<https://www.shorefields.essex.sch.uk/attachments/download.asp?file=577&type=pdf>

## **9. Choosing a provider - key considerations and questions to ask when visiting different providers.**

### **Prior to visits:**

- Look at the provider’s website to gain the key information about their aims, what their program offers and who it is suitable for.
- Make a list of questions to ask.

- Where possible plan to take your son/daughter with you.
- Look at where it is located. Is transport provided? How long will the journey take on a normal day?
- Will you be able to meet key staff and/or observe what other service users are doing during the visit?

## **Colleges:**

- How many days per week in college and what are the hours/holidays?
- How many years is the course and how frequently is the place/funding reviewed?
- What are the transport arrangements to/from college?
- What are the student numbers in a class/group and what is the student/staff ratio?
- What does the daily timetable look like?
- What does the curriculum offer and what subject areas are covered/available? Do students get a choice of subjects?
- How often do students access the community?
- Do you offer any residential trips?
- How does the college communicate with parents/carers?
- Are there nurses/therapists on site?
- Can you support my son/daughter's current method of communication?
- Are you able to update communication aids/high tech devices?
- How are the students prepared for transition beyond college?
- Are there any links with supported living provisions?
- Do you offer taster days/transition visits once funding is agreed?

## **Social care:**

- What are the ages of the other clients?
- What opportunities are there to access the community?
- Do the clients have opportunities to go on holidays/short breaks?
- What is the structure of the day?
- How many people in a group and what is the staff to client ratio?
- What therapy services can you provide?
- Is there a nurse on site?
- What opportunities are there for socialising with others?
- How do you communicate with parents?
- What happens if a PA is off sick and cannot support a young person – will there be cover?
- Do you offer taster days?

## **Key considerations after visiting provisions:**

- Was it welcoming?
- How far away is it and how will your son/daughter get there?
- Did the students/clients seem happy/motivated and engaged in their learning or activities?
- Can you see your son/daughter at this provision?
- Are the activities meaningful and age appropriate?

### **10a. Financial and Legal considerations.**

It is important that parents seek independent advice about benefits that are available from the age of 16. Most students will be able to claim some benefits in their own name even if their family has not had access to benefits in the past. However, some benefits that are available at 16 can stop eligibility or affect some other ones (e.g. child benefit/ tax credits) and therefore benefits should be worked out on an individual basis and parents need to look closely at what is best for their own family situation.

Staff at Shorefields school are unable to fully advise on this.

Social workers/case workers and your local citizens advice bureau should be able to advise you.

Parents/ carers can apply to be an appointee to claim benefits on a young person's behalf (ideally before they are 18). There is more information about this via the link below.

<https://www.gov.uk/become-appointee-for-someone-claiming-benefits>

However, some of the key benefits that your son/daughter might be eligible for at 16 are:

- PIP – Personal Independence Payment for 16+
- Universal Credit.
- 16-19 vulnerable student's bursary – applied for via school and is currently £400 per term (but students need to be in receipt of PIP and universal credit to apply for this).
- Carer's allowance – for parents/carers.

It is important to note that Pupil premium support will stop at 16. Many KS5 activities are chargeable and the 16 – 19 bursary will cover the costs of these.

More information will be given out to parents of Year 11 students in the summer term about applying for some of these benefits.

You will receive a letter about Child Benefit when your son/daughter approaches the end of Year 11, asking if they are staying on in education etc in order for you to continue claiming it. It will ask what course/qualifications your son/daughter is studying. The qualification we work towards at Shorefields in KS5 is ASDAN.

Independent advice should also be sought about opening bank accounts for students as many parents have found that leaving this until a young person is 16 is often too late.

It is important for parents to note that parental responsibility ends at 18 and the 'Care Act 2014' will apply. Many parents look into deputyship/ power of attorney at this stage.

The 'Mental Capacity Act' applies from 16, so before students reach this age, parents are advised to seek independent advice about Deputyship for their son/ daughter. You can apply for deputyship for both Property/Finance and Health/Welfare but please be aware that this process can take up to a year, so starting the process early is important.

## **10b: Health Considerations.**

When your son/ daughter turns 18 they will move to adult services for their medical care.

Students who require continence products will move from the Children's continence service to the Adult continence service. It is important to note that the product type and allocation might change at this point.

As well as ensuring that their GP carries out an annual health check, there are some new teams in xxx County that are available for support.

- Community Teams for People with a Learning Disability (CTPLDs)– support people with learning disabilities to understand and manage their health needs. They provide specialist health assessment, interventions and treatments for people with learning disabilities and have multi-disciplinary teams including physiotherapists, OTs, music and drama therapists and SALT.
- Intensive Support Service for Adults with a Learning Disability – offering support with a range of medical and therapy providers.
- Learning Disability Acute Liaison Nurses are available in acute hospitals for both acute and mental health services.
- Primary Liaison Nurses are also available to help navigate around the system.

NHS Foundation Trust oversees many of these teams and is a good place to start when seeking support.

## **11. Supporting young people through the transition process.**

It is essential to promote independence wherever possible. At home, try to involve your son/daughter in household tasks where appropriate e.g. planning meals, making shopping lists, shopping trips, cooking, making beds, laundry, cleaning, gardening etc.

All Collage school pupils follow the school's 'Careers and Transition Programme' which supports their transition to their future life goals and aspirations – whether that is a college placement, supported living, an adult social care placement, a supported internship or paid work.

Year 13/14 students will partake in the schools "Provider Programme" The provider programme is designed to offer our students the very best chance to experience some of the (non-formal further education) opportunities that are available to them once they leave Shorefields. It offers our students the chance to have a weekly placement at a variety of local providers, with the hope that every year 13 -14 student (where appropriate) can visit a provider one morning a week (6 visits per half term). The aim is that over the two years, students will have had the opportunity to discover what different providers have to offer them. This programme will run alongside more traditional work experiences (where appropriate). Ensuring that our young people change to participate at significant placements, which are not just enriching, but meaningful and appropriate to their needs, wishes and aspirations, of both the young person, their families and carers. The aim is to provide the students with recorded evidence, of both suitable and less-suitable destinations, to help them and their families, ensure they go on to have a successful transition from Shorefields to their next destination.

Where appropriate, students in the upper school will be given opportunities to take part in residential trips e.g. Centre Parcs, Eton Vale. This gives students the chance to spend time away from home and increase their independence and social skills while trying new and challenging activities.

An individual career guidance interview will be arranged with an independent and impartial careers advisor in years 11 and 13 when appropriate.

Most providers allow for some taster/transition days once placements and funding have been secured. School staff will accompany students on these visits to support the transition.



*For further information about how the school support our pupils with transition, please see the 'Careers and Transition' page of our school website (accessed via the curriculum tab).*

## **12. Other sources of support**

<b>PROVIDER</b>	<b>Contact details</b>	<b>Summary of services provided.</b>
Action for Carers	<a href="http://www.actionforcarers.org.uk">www.actionforcarers.org.uk</a> info@actionforcarers.org.uk 01483 302748	Support and advice for carers
Cerebra	<a href="http://www.cerebra.org.uk">www.cerebra.org.uk</a> enquiries@cerebra.org.uk 01267 244200	Offers lots of advice and factsheets, parent guides including legal and financial advice.
Citizens advice	<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a> 03444 111 444	Benefits advice
MASMC	<a href="http://www.myadultstillmychild.co.uk">www.myadultstillmychild.co.uk</a>	A guide for parent/carers of adults (16+) who may not be able to make decisions
Mencap	<a href="http://www.mencap.org.uk">www.mencap.org.uk</a> 0808 808111	Lots of advice and support on their website for young people with disabilities and their families
National Careers Service	<a href="http://www.nationalcareers.service.gov.uk">www.nationalcareers.service.gov.uk</a> 0800 100 900	Free impartial careers advice for anyone over 13 including FE options.
Together for short lives	<a href="http://www.togetherforshortlives.org.uk">www.togetherforshortlives.org.uk</a>  0808 8088 100	Information and advice for parents and professionals
United Response	<a href="http://www.unitedresponse.org.uk">www.unitedresponse.org.uk</a>	Provides a range of support services for adults and young people with learning disabilities, autism, mental health needs or physical disabilities.

## **13. Clubs and activities available while students are still at**

### **Shorefields**

It is a good idea for your son / daughter to join some local clubs to support them to build a social circle and for them to start seeing themselves as young adults.

**Please follow the link below to Shorefields “Moving on and Transition Directory, for a list of local Clubs and activities. Please let the school know if you require a printed copy.**

<https://www.shorefields.essex.sch.uk/attachments/download.asp?file=577&type=pdf>

## **14 Support at Shorefields School**

This pack will be updated annually and any new information about providers will be added/amended.

The updated version will be available on the school’s website.

If you have any suggestions or hear of new providers to add or if any info becomes out of date, please email me with the up-to-date information.

I am happy to accompany parents on visits to colleges and social care providers.

Termly transition events are organised across the county - please attend these where possible.

**Peter Norfolk**

**Careers and Transitions Lead**

[peter@shorefields.essex.sch.uk](mailto:peter@shorefields.essex.sch.uk)

**01255 424412**